 **GIFT UNIVERSITY**

**Head of Department Course Review and Approval Form Courses**

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| **Department** | Mass Communication/ Media Studies | **Program** | **BS**  |
| **Course Code** | MC 304 | **Course Name** | **Still Photography**  |

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| **Course Outline** |
| Title Page has all the required information as per the template | Yes √√√√ | No  |
| Has adequate Course Description/Introduction  | Yes √  | No  |
| Learning Goals & Outcomes are clearly defined | Yes √ | No  |
| Reading Material for the course is clearly identified | Yes √  | No  |
| Meets the required standards and format | Yes √ | No  |
| Course Schedule separately describes topic, teaching material, reading material and assessment activities for each class session | Yes √ | No  |
| Assessment Policy is clearly defined  | Yes √ | No  |
| Meets the required standards and format | Yes √ | No  |

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| **Teaching Material** |
| Detailed Lecture Notes are available for all 30 class sessions | Yes √ | No  |
| Lecture Slides are available for all 30 class sessions | Yes √  | No  |
| Teaching Material has been uploaded in the relevant lecture folders in GIFT Course Directory | Yes √ | No  |

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| **Reading Material** |
| The Reading Material is available for all 30 class sessions  | Yes √ | No  |
| The Reading Material has been upload in the relevant Lecture folders in GIFT Course Directory | Yes √ | No  |

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| **Cleared by HoD for Submission to Online Academic Council**  |
| **Signature:**  |  |
| **Name:** | **Mr Tahir J. Malik** |
| **Date** | **25/11/2020** |

Note: Teaching and Reading Material for 8 sessions are uploaded, other are underway.